

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title: Geographic Information System (GIS) Technician
Position Number: 58108504 (3 positions available)
Division: Property Assessment
Bureau/Region: Central Office
Grade/Salary: 12/\$12.30– \$14.86/hr DOQ or
*Training Assignment at 11/\$11.26 - \$13.57 DOQ
Status: Full-time/**TEMPORARY – POSITION ENDS 8/31/08**
City: Helena
Union: No
Supplement: No
Hiring Supervisor: Ted Chase
Closing Date: October 20, 2006

Special Information: This is a full-time temporary position that ends August 31, 2008.

Role Summary and Duties: The GIS Technician Role consists of two grade levels (11 and 12). Incumbents are responsible for constructing and maintaining the Agricultural and Forest Land GIS system and associated ownership information parcel identification, resolution of related matters for one or more regions, and application of Geographic Information System (GIS) technology to the valuation of Ag/Forest land process. Primary contacts are with the division administrator, regional manager, area manager, management analysts, appraisers, property valuation specialists, county staff, and internal and external customers.

Competencies: Obtain information from within the department; private sources; and federal, state, and local government to convert and maintain agricultural and forest spatial data. Participate as a member of the GIS technical team to share resources and maintain standards and consistency. Research, prepare, and construct agricultural and forest data to accurately map data for valuation; assign geocode numbers for parcel identification. Obtain and review geocode numbers provided by the department or local government for parcel identification. Maintain and/or research cadastral data for counties. Continuously enhance agricultural and forest cadastral information through comparisons, editing, and/or adding data from resource documents. Prepare customized mapping agricultural and forest informational requests. Interpret and convert deeds, surveys, legal descriptions, right-of-way maps, and similar data into GIS. Interpret imagery to accurately delineate agricultural and forest land. Work with local office staff to resolve issues related to agricultural and forest classification data.

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and related vocational training in drafting, surveying, design, or closely related field and four years of cartography experience, plus experience with CADD, GIS, or similar computer systems. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604-1712

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement, full application procedures and the Montana State application form can be found on the Internet at www.employmontana.com. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may

interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.employmontana.com.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.